

# FURTHER EDUCATION FREE MEALS FULL-TIME FE STUDENT APPLICATION FORM 2018/19



**PLEASE READ THESE NOTES CAREFULLY AND RETAIN FOR FUTURE REFERENCE**

## **Aims of the Free Meals**

The College will provide free meals to eligible students. To qualify for this support the student must be enrolled on a full time course and be in receipt of, or have parents/guardian who are in receipt of, one or more of the benefits detailed below.

The scheme has qualifying criteria that are detailed in the Further Education Access Fund Policy 2018/19, copies of which are available from: ASC (Advice Support Careers) or the Access Fund Office. The Policy can also be viewed on the College website: [www.newcollegedurham.ac.uk](http://www.newcollegedurham.ac.uk)

For further guidance/assistance please contact the Access Fund Team.

Telephone: 0191 375 4218  
Email: [access.fund@newdur.ac.uk](mailto:access.fund@newdur.ac.uk)  
Office: East Mall - Orange 0.28

## **Eligibility Criteria**

To be eligible for consideration for the Further Education Free Meals Scheme students must:

- a. be aged 16 and over but under the age of 19 on 31<sup>st</sup> August 2018 or
- b. be aged 19 or over at 31 August 2018 and have an Educational, Health and Care Plan (EHCP) or
- c. be aged 19 or over at 31 August 2018 and continuing on a study programme they began aged 16 to 18 (19+ Continuers) and
- d. be enrolled on a full-time course as defined by New College Durham;

In addition to the above criteria to qualify for this support you must be in receipt of, or have parents/guardian who are in receipt of one of the following benefits:

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance (ESA);
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs;
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

## **Applications**

The student must be enrolled on a full-time course for the 2018/2019 academic year before an application can be submitted for processing. Applications will not be accepted without evidence of the household income (see application form for the accepted evidence).



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**PLEASE COMPLETE THIS FORM FULLY AND CLEARLY IN BLACK INK**

## A. Student Information

Enrolment number: \_\_\_\_\_  
First Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Telephone/Mobile: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Course Tutor: \_\_\_\_\_

## B. Eligibility

**Provide evidence of being in receipt of, or having parents/guardian who are in receipt of, one of the following benefits. Please indicate under which criteria you are applying.**

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance (ESA);
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than **£16,190**, as assessed by Her Majesty's Revenue and Customs;
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit;
- During the initial roll out of the benefit, Universal Credit.

***Please note that applications will not be processed without written evidence of eligibility***

### **C. Student Declaration**

*The data you have provided on this form will be used to process your application and we will hold it in our systems until 6 years after you finish your course to ensure we have adequate records to deal with enquiries and complaints. We will make a decision based on your household income and the data you provide will not be passed to any other third party without your consent, except when the College is required to do so by law. For further information on how the College manages your information please see the [Privacy Notices](#) page on our website.*

*I declare that I accept the terms and conditions contained within the Further Education Access Fund Policy 2018/9 and the accompanying documentation to this form.*

*The information I have given on this form is correct and complete to the best of my knowledge and I understand that giving false information will automatically disqualify my application and could result in action under the student disciplinary procedures.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please return your completed form to: Access Fund Office, New College Durham, Framwellgate Moor Campus, Durham, DH1 5ES***

Information on this form will be stored on computer in accordance with the provisions of the Data Protection Act 1998